

IV. School Admission Requirements

School Age and Birth Certificates

A person of school age (i.e., a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Culpeper County School Division.

A certified copy of a birth certificate or foreign passport (if appropriate affidavit is provided) is required at the time of registration in Culpeper County. Social Security numbers are requested, but not required, and are to be supplied within ninety (90) days of enrollment.

Immunizations and Physicals

All students enrolled in public elementary school must have a physical exam within 12 months prior to starting Culpeper County Public Schools. The physical examination must include the following screenings and they must be documented on the *School Entrance Health Form MCH-213 or MCH-21F*: anemia, urine, vision, hearing and lead screenings.

Immunizations - Students will not be admitted to school without documentation of immunizations.

- Certain prescribed immunizations are required for a child to enroll or attend public school in Virginia as outlined in [School & Day Care Minimum Immunization Requirements](#), Virginia Department of Health. Parents are responsible for providing documentation that all required immunizations are up-to-date and completed, or that a medical or religious exemption has been obtained. These include the required doses of DTaP (diphtheria, tetanus, pertussis), polio, hepatitis B, MMR (measles, mumps, rubella) and varicella.
- A child whose immunizations are incomplete may be admitted conditionally, provided the parent or guardian has documentation at the time of enrollment indicating that the child has received at least one dose of the required immunizations and has a written schedule for completing the remaining doses within 90 calendar days of the opening of school. Due to the extended interval required between Hepatitis B vaccine doses, the conditional enrollment period is 180 calendar days. Please note the 180 day conditional enrollment period only applies to the Hepatitis B vaccine. **The 90-day grace period does not apply to the Tdap booster as outlined below** (*Code of Virginia* § 22.1-271.2B).
- Since the start of the 2006-2007 school year, a booster dose of pertussis-containing vaccine (Tdap) has been required for students entering the sixth grade, unless the student has had a tetanus-containing vaccine within the last five years or has a medical or religious exemption. **There is no grace period for compliance with this requirement because Tdap is a single dose vaccine, not a series.**
- A complete series of three doses of Human Papillomavirus vaccine (HPV) is required for female students (§ 32.1-46 of the *Code*), unless the parent decides against it. The first dose shall be administered prior to entering the sixth grade. Unlike any other required vaccine, after reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.
- Parents/guardians of rising sixth-grade girls are requested to provide the school with documentation of HPV vaccine administration if the student has received the immunization. If the parent/guardian opts not to have his/her daughter receive the HPV vaccination, the School Division should not require parents/guardians to sign a waiver form, and no documentation is needed. Sixth-grade girls who do not have proof of HPV vaccine administration should not be excluded from school. These guidelines apply only to the HPV vaccine.

Conditional Enrollment

Students can be enrolled conditionally for 90 days pending a written plan for completion of the required immunizations. Students must have at least one of each immunization to enter school. If there is failure to comply with the written plan, the student will be excluded from school until his/her immunizations are completed.

Students may be exempt from immunization requirements if such students present one of the following:

- Religious Exemption:** No certificate of immunization shall be required of any student for admission to school if the student, his parent or guardian submits a Certificate of Religious Exemption to the admitting official of the school to which the student is seeking admission. The Certificate of Religious Exemption is an affidavit stating that the administration of immunizing agents conflicts with the student's religious practices. This form is available on the Internet at: www.vdh.state.va.us/Administration/Forms.

- Medical Exemption:** A physician or health department submitted certification that one or more of the required immunizations is detrimental to the health of the child. The physician or public health official must submit a specific reason.

This required documentation needs to be included on the MCH.213E or MCH 213F (School Entrance Health Form and Immunization Form).

Special Enrollments

Whenever a student has been placed in foster care by a local social services agency, and the placing social services agency is unable to produce any of the documents required for enrollment, the student shall immediately be enrolled; however, the person enrolling the student shall provide a written statement attesting to the best of his or her knowledge: the student's age, that the student is in good health and is free from communicable or contagious disease, and that the student has not been expelled from school attendance at a private school or in a public school of the Commonwealth or in another state for an offense in violation of School Board policies relating to weapons, alcohol, or drugs, or the willful infliction of injury to another person.

Students who are considered "homeless" should be enrolled immediately and have the option to be enrolled in the school that he/she previously attended. For more information regarding the rights of homeless students, please contact the homeless liaison for Culpeper County Public Schools at (540) 825-3677.

Parent and Student Residency Requirements

In order to be eligible for a free public education, a child must reside within the boundaries of Culpeper County with a parent, legal guardian, or a family member in "kinship" care arrangement (not for school purposes) where a power of attorney document has been signed through the Department of Human Services. Students not residing in Culpeper County may attend school on a tuition basis. Contact the School Board office for more information.

Proof of residency in Culpeper County and in the school zone in which the student is enrolling is required. Examples of proof include: housing contract, rental agreement, property, tax bill or utility bill. A driver's license is not acceptable proof. A parent/guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child in a particular School Division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.

Transfers

Students who were previously enrolled in another public school, private school, or were home-schooled, must provide official records of academic achievement and any disciplinary records upon enrollment in Culpeper County Public Schools.

Elementary in-state public school transfer students will need to have proof of having had a physical examination. They will need to provide a copy of their "Commonwealth of Virginia School Entrance Health Form" prior to school entrance. Elementary out-of-state and private school transfer students will need to provide proof of having had a physical examination within one year of school entrance (Code of Va. 22.1-270). It need not be on a Commonwealth of Virginia form, however, the physical must meet all criteria on the Virginia School Entrance Health Form. If they are unable to provide proof of having had a school physical examination, then they will need to submit a completed MCH.213E or MCH.213F, "Commonwealth of Virginia School Entrance Health Form" prior to school entrance.

Transferring high school students must present an official transcript in a sealed envelope or a client copy of their previous school records, including withdrawal grades prior to scheduling of courses. Documentation must include 'number' of credits earned from all previous schools attended.